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By: 35

18 July 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: DCI's Dining Room

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1. In response to your inquiry, this Office has consulted with [REDACTED], Assistant to the Director, from whom the following factual information has been obtained.

2. The Director currently maintains a kitchen and two adjacent dining rooms in the vicinity of his office. These facilities were originally installed and equipped with confidential funds. When they are used for official functions the required food is also purchased from confidential funds and, in accordance with Agency regulation and Government practice, each Agency employee partaking of a meal (including the Director) pays \$1.00 therefor. When one or both of these dining rooms are not being used for official functions, they are available at lunch time to senior officials of the Agency. These officials initially deposited \$20.00 each, which sum constitutes a non-appropriated revolving fund for the purchase of food. For each meal consumed they pay a flat fee, currently \$1.00, which is adequate to cover the cost of food. The kitchen has two full-time employees, the minimum necessary to provide the required cooking and serving for official functions. In order to augment this small staff, two couriers usually function as waiters for about an hour and a half during lunch period. The full-time mess personnel are not carried on the T/O as mess personnel but as "Administrative Services Assistants."

3. The Director requires for the use of himself and his senior officials a dining room which is physically secure and serviced by cleared personnel where he can hold official functions of an operational or representational nature. When the dining room was originally established in Administration (now East) Building it was a single dining room with attached kitchen. Since it is sometimes necessary to schedule more than one such function at the same time, the refurbishing of the Director's Office in South (now Administration) Building included the

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development of two dining rooms flanking the kitchen. One of these is small and seats about 10 persons; the other is larger and seats perhaps 24. Not infrequently both are used for official functions at the same time.

4. The desirability of an executive dining room, in which senior officials of the Agency can get together for lunch, is not questioned. A good deal of business is transacted at these luncheons. An opportunity is afforded to bring together groups whose otherwise busy schedule might preclude such a meeting if it were not arranged at the meal hour when everyone has to get away from his desk anyway. Since the desirability of such an arrangement is apparent for any Government agency, it might have been difficult in the first instance to sanction solely an executive dining room in the absence of specific statutory authority, although the special security requirements of the Agency would lend some strength to the argument. However, where the dining room has been established by the Director for a justifiable official purpose, its use by his senior officials when it is otherwise unoccupied seems proper so long as they pay for their own food. There might be some question of the legality of assigning two couriers part-time as waiters, but practices of this sort are not entirely unknown in the Government. (For example, there is no general provision in law providing for a recreation and services officer in the various departments and agencies; nevertheless, some employee or employees in every department seems to have that function.)

5. It would seem preferable to place the two full-time employees on the T/O in positions whose titles and descriptions correspond more closely to their actual duties. Since those duties are engaged with the Director's special responsibilities in the operational and representational field, it would be appropriate to pay them from confidential funds. The present method under which they are carried as "administrative" personnel might give the impression that the Agency was seeking to disguise a proper exercise of its functions.

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Assistant General Counsel

cc: 

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